

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

LOTTERY GAME AND DRAWINGS SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to professional positions located within the Division of the Lottery in the Department of Revenue. The positions which are allocated to this classification perform professional work related to drawings conducted by the Division of the Lottery and working on various aspects of the Super Money Game TV Show. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions located within the Division of the Lottery in the Department of Revenue. The positions which are allocated to this classification perform professional work related to drawings conducted by the Division of the Lottery and working on various aspects of the Super Money Game TV Show.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory positions as defined in Wis. Stats. 111.81(19), and as administered and interpreted by the Wisconsin Employment Relations Commissions.
2. Positions that are not located within the Division of the Lottery in the Department of Revenue.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

LOTTERY GAME AND DRAWINGS SPECIALIST

Positions allocated to this classification are located within the Division of the Lottery in the Department of Revenue perform professional work related to drawings conducted by the Division of the Lottery and working on various aspects of the Super Money Game TV Show. Positions oversee Lottery Drawings and assist with activities related to the Super Money Game TV Show; conduct pre-drawing inspections; inspect and test all drawing machines, ball sets, and drawing equipment; and ensure that all drawings are conducted in accordance with Wis. Statutes, Administrative Rules and Lottery Division policy. These positions have the authority to halt drawings if a problem arises during a drawing and for confirming cutoff in sales prior to the drawing. Positions participate in the scheduling of activities involved in the Super Money Game TV Show and coordinate the Daily Drawing Broadcast. Work is performed under general supervision.

Positions coordinate and oversee the Super Money Game TV Show, update Lottery Drawings procedures, and coordinate the preparation of materials used in Lottery drawings; coordinate all activities involved in the Super Money Game TV Show; conduct and coordinate the scheduling of Lottery retailers; work with the broadcast vendor which includes writing scripts; and coordinate Lottery staff activities related to the Super Money Game TV Show. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification series was created effective July 7, 1996 for two Department of Revenue, Division of Lottery, positions which do not fit into more specific classes. This creation was announced in Bulletin CC/SC-54.

This classification was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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